

SANDY CITY  
DRAFT CLASS SPECIFICATION

- I. Position Title: Management Analyst - City Council
- |                       |                 |
|-----------------------|-----------------|
| <u>Revision Date:</u> | 02/17           |
| <u>EEO Category:</u>  | Professional    |
| <u>Status:</u>        | Exempt (Admin.) |
| <u>Control No.</u>    | 20152           |

II. Summary Statement of Overall Purpose/Goal of Position:

An appointed position under the general supervision of the City Council Executive Director, performs a variety of multifaceted administrative, organizational, systems, budgetary, statistical, communication, and community liaison work and other analyses and staff support related to the City Council Office; makes recommendations for action and assists in policy, procedure and implementation.

III. Essential Duties:

- Provides direct staff support to City Council Members in the form of research, special projects, analysis, policy and procedure development, problem resolution, and constituent communication and outreach.
- Evaluates alternative courses of action and makes recommendations to the Executive Director and/or City Council Members.
- Prepares and presents reports, correspondence, and other written materials.
- Analyzes information using statistics, regression analysis, and spreadsheet calculations.
- Presents results through graphs, charts, slides, pictures and video.
- Assists in reviewing for accuracy and completeness items including resolutions, ordinances, recognitions, public hearings, informational reports pending on the City Council's meeting agenda.
- Assists in the development and implementation of Council Office goals and objectives.
- Coordinates activities with those of City departments depending upon the nature of the project to which assigned.
- Confers with representatives of other governmental agencies, businesses, professional organizations, citizens groups, and the public generally.
- Represents the City Council Office and/or City Council Members as assigned at various meetings.
- Attends City Council meetings and also provides liaison and staff support to a variety of committees and commissions.
- Maintains collaborative relationships with City Administration, Departments, and line staff.
- Assists with public outreach and citizen engagement goals through community meetings, development of traditional communication pieces, social media, distribution lists, and creatively managed website content.

IV. Miscellaneous Duties:

- Performs other duties as assigned.

- V. **Education:** Requires a bachelor's degree in public or business administration, or closely related field. Master's degree in public or business administration preferred. Strong quantitative skills, written and verbal communication skills. May substitute an equivalent combination of education and experience.

**Experience:** Requires one year of related experience in public/business administration. May substitute an equivalent combination of education and experience.

**Certificates/Licenses:** Requires a valid Utah driver's license.

**Probationary Period:** Not applicable. This is an appointed position exempt from the protections described in Utah Code Ann. Section 10-3-1105(1)(a).

**Knowledge of:** Current private and public sector administration methods; statutory context of municipal governance; e-mail systems and computer programs including Adobe Pro and Microsoft Office products including Word, Excel, and PowerPoint; correct English usage, vocabulary and spelling.

**Communication Skills:** Contacts with other departments, outside organizations, and the public; furnishing and obtaining information; regular and frequent contact with persons of high rank, requiring tact and judgement; requires well developed political instinct and sense of strategy and timing; contact with City management and the public presenting data that may influence important decisions; frequent contacts involving the carrying out of programs and schedules; influencing others to obtain desired results; using sound judgement to avoid friction; communicating effectively verbally and in writing.

**Tool, Machine, and Equipment Operation:** Requires regular use of office equipment, including computer, telephone, copy machine, printer and audio visual equipment. Occasional use of personal or City vehicle.

**Analytical Ability:** Establish and maintain effective working relationships with employees, executives and the public; apply general problem solving and analytical principles to effectively deal with various situations; prioritize tasks; work well under pressure and impending deadlines; relate well with a variety of persons under varying circumstances; ability to analyze a situation and make sound recommendations and presentations.

VI. Working Conditions:

*Physical Demands:* While performing duties of job, employee typically handles office equipment, objects or controls. Moderate physical exertion is present because of moderate stooping and kneeling required. Employee may sit or stand for long periods of time and may occasionally move up to 20 pounds. Employee frequently communicates with others.

*Work Environment:* Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Moderate pressure and fatigue are present due to frequent exposure to stressful situations as a result of human behavior and frequent deadlines; limited evening and weekend work required; very frequent contact with employees and the public; near constant mental application; occasional exposure to inclement weather conditions visiting work places and work sites of employees, or attending offsite meetings.

The above statements are intended to describe the general nature and level of work being performed by the persons(s) assigned to this job. They are not intended to an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_